



VACANCY ANNOUNCEMENT

The Department of Health has a career opportunity for qualified candidates for the following position:

Title Administrative Analyst 3 [Classified Competitive]			Salary P26 \$71,408.73 - \$101,588.61
Posting Number 238-22	Position Number 936781	Number of Positions 1	Posting Period * From: 03/11/2022 To: 03/25/2022
Location: Office of the Chief State Medical Examiner 120 South Stockton Street, 3rd Floor, Trenton			Scope of Eligibility/Open to: All Departments/State Employees
GENERAL DESCRIPTION			
<p>The Office of the Chief State Medical Examiner is seeking a candidate to provide administrative and technical support for our Northern and Southern Regional Offices, the Central Office and the State Toxicology Lab. The selected candidate will be responsible for fiscal transactions, procurement, revenue collection payments and project coordination. The position will also be responsible for analyzing operations and procedures to streamline the internal procurement process.</p>			
REQUIREMENTS (EDUCATION / EXPERIENCE / LICENSES)			
<p>EDUCATION: Graduation from an accredited college or university with a Bachelor's degree.</p> <p>EXPERIENCE: Three (3) years of experience involving the review, analysis, and evaluation of budget, organization, administrative practices, operational methods, management operations, or data processing applications, or any combination thereof, which shall have included responsibility for the recommendation, planning, and/or implementation of improvements in a business or government agency.</p> <p>NOTE: Applicants who do not possess the required education may substitute additional experience as indicated on a year-for- year basis with thirty (30) semester hour credits being equal to one (1) year of experience.</p> <p>NOTE: A Master's degree in Public Administration, Business Administration, Economics, Finance, or Accounting may be substituted for one (1) year of indicated experience.</p> <p>LICENSE: Appointee will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform essential duties of the position.</p>			
IMPORTANT FILING INSTRUCTIONS			
<p>If interested in this position, you can reply in one of two ways:</p> <ul style="list-style-type: none">• Forward the required documents electronically to: PSTSME@doh.nj.gov• Mail the required documents to: Jill Velez, Administrative Analyst 3 Office of the State Medical Examiner Reference Posting #238-22 New Jersey Department of Health PO Box 360 Trenton, NJ 08625-0360 <p>Required documents:</p> <ul style="list-style-type: none">• cover letter• resume• completed application, found at: http://www.nj.gov/health/forms/dpf-663.pdf <p><i>* Responses received after the closing date MAY be considered if the position is not filled.</i></p>			

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- *Newly hired employees must agree to a thorough background check that will include fingerprinting.*
 - *If you are a candidate for a position in our Public Health and Environmental Laboratories, you may be subject to pre- and/or post-employment alcohol and drug testing.*
 - *If you are a candidate for a position that involves direct client care in one of the State facilities/programs, you may be subject to pre- and/or post-employment drug testing/screening. The cost of any pre-employment testing will be at the candidate's expense. Candidates with a positive drug test result, or those who refuse to be tested and/or cooperate with the testing requirement, will not be hired.*
 - *In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification form upon hire.*
 - *In accordance with N.J.S.A. 52:14-7, the "New Jersey First Act", all employees must reside in the State of New Jersey, unless exempted under the law. If you do not live in New Jersey, you have one year after you begin employment to relocate your residence to New Jersey.*
 - **The New Jersey Department of Health is an Equal Opportunity Employer.**
 - *RESUME NOTE: Applicants who possess foreign degrees (degrees earned outside of the U.S.) are required to provide an evaluation indicating the U.S. equivalency prior to the closing date. Failure to do so may result in your ineligibility.*